

**HISTORIC STRUCTURE REPORT STANDARDS**  
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## HISTORIC STRUCTURE REPORT STANDARDS

### NARRATIVES

#### Format

- The HSR is a scholarly report and shall have appropriate references and footnotes.
- Prepare using the latest version of MS Word (or equivalent) computer word processing software
- Laser print on 8 ½" x 11" archival quality paper.
- Arial or Times New Roman Font, 12 pt minimum.
- Narratives shall be consistent between authors and sections

#### Content

- Use the most current version of the [DSC Editing Reference Manual](#)
- Contents shall be organized according to the HSR outline

#### Quality

- 8 ½" x 11" or larger, archival quality graph paper.
- 100% Drafts shall be copy edited

### DRAWINGS

#### Architectural Field Notes

##### Format:

- 8 ½" x 11" or larger, archival quality graph paper.
- Field notes shall be archived at the National Park Service Technical Information Center (T.I.C.) in Denver, Colorado or equivalent federal archive.
- Graphite lead or waterproof ink required.
- Historic American Building Survey (HABS) measured dimensions conventions encouraged.
- Measurements to the nearest ¼" is recommended for buildings.

Content: Field notes shall consist of hand-measured and annotated drawings and sketches that are executed in sufficient detail so that they can be translated into a formally drawn-to-scale architectural format. This typically can include, but is not limited to:

- Site Plans
- Floor and Roof Plans
- Building and Room Elevations
- Transverse and Longitudinal Sections of all major components of the structure.
- Floor and Roof Framing Plans
- Reflected Ceiling Plans
- Foundation Plans
- Wall Sections

- Stair Plans and Sections
- Ornamental patterns, hardware and shapes

Quality:

- Field drawings shall use a consistent format throughout and shall be legible (This may require redrafting and or field verification to achieve this).
- Copies of Field Drawings may be included in the appendix of the HSR.

## Architectural Drawings

Format

- Half-size reproduction: All drawings shall be prepared to accommodate micro filming and reduced size reproduction. Care is required in the selection of shading, cross-hatching, etc., to ensure acceptable reproduction at the reduced size.
- Archival originals: NPS has special storage requirements for all documents. Adhesive backed drafting methods such as "Kroy" lettering or press-on letters are non-stable and not durable for long term archival storage. Originals using such drafting methods are not recommended. If such drafting methods are used, the author shall provide a photographic Mylar of the drawings to serve as the archival original, as well as, the original drawing.
- All drawings shall meet or exceed [DO-10A](#) (formerly NPS-10) standards for Design and Construction Drawings in the National Park Service.
- CAD (computer-aided drafting) files and plots are required.
- All original drawings shall be plotted on bond paper, or mylar.
- CAD drawings shall meet NPS standards for file naming and layering conventions, one drawing sheet per computer file.
- All CAD drawings, and other graphic materials, shall use AutoCAD compatible software programs.
- All drawings to accompany the HSR shall be reduced to no smaller than 8 ½" x 11" and no larger than 11" x 17". 11" x 17" drawings shall be fan-folded to accommodate an 8½" x 11" report format.
- Drawing text shall be no smaller than 1/16" high after being reduced to final HSR format.
- All drawings shall be titled, cross-referenced and numbered consecutively.
- All original drawings shall be plotted full size on Mylar and archived at the National Park Service Technical Information Center (T.I.C.) in Denver, Colorado or equivalent federal archive.
- All original CAD files shall be copied to CD Rom for Archiving at the National Park Service Technical Information Center (T.I.C.) in Denver, Colorado or equivalent government archive.
- Graphite lead, plastic lead or waterproof ink required.

Content:

- All drawings shall be labeled with the name of the designer/draftsperson, titled, annotated with relevant information, and dated.
- All drawings shall be labeled as Historic Structure Report Drawings with a subtitle of either Existing Conditions or Recommended Treatments.
- All drawings shall have graphic imperial and metric-conversion scales.
- Cover Sheet: Using NPS standard cover sheet format, Include sheet index, legend, abbreviations, and vicinity map indicating structure location.
- Site Plan: Scaled drawing of site and structure.
- Floor Plans: Scaled drawings of all floors, basements and attics.
- Exterior Elevations: Scaled drawings of all four building elevations.
- Building Sections: Scaled drawings of longitudinal and transverse building sections.
- Reflected Ceiling Plan: Scaled drawings of reflected ceilings.
- Roof Plan: Scaled drawing of roof plan.
- Roof and Floor Framing Plans: Scaled schematic drawings of roof and floor framing.
- Interior Elevations: Scaled drawings of relevant interior elevations.
- Typical Stair Sections and Plans: Larger scale drawings of each unique stair assembly.
- Typical Wall Sections: Larger scale drawings with annotation.
- Ornamental or otherwise unique and relevant details: Larger scale drawings with annotation.

#### Quality:

- Original full size (22" x 34" NPS Standard sheet). HSR drawings shall be prepared in such manner as to facilitate 35-millimeter filming and reduced-size reproduction. Detailing, lettering, spacing, line-weight, scale and other principles of technique shall be executed so as to ensure clarity and faithfulness in reduced-size reproduction, in the enlarged image as projected in 35-millimeter reading equipment, and in the "blow-back" from the 35-millimeter film to a reduction identical in size to the original tracing. All letters and numerals shall be at least 1/8-inch in height, adequately spaced in single-stroke upper case Roman style, preferably vertical. All lines, strokes, letters and numerals shall be uniformly dense as practicable. Scale identification shall be by graphic illustration or by appropriate explanation to scale notation.
- Use of "architectural computer fonts" is discouraged.

### Historic Drawings

#### Format:

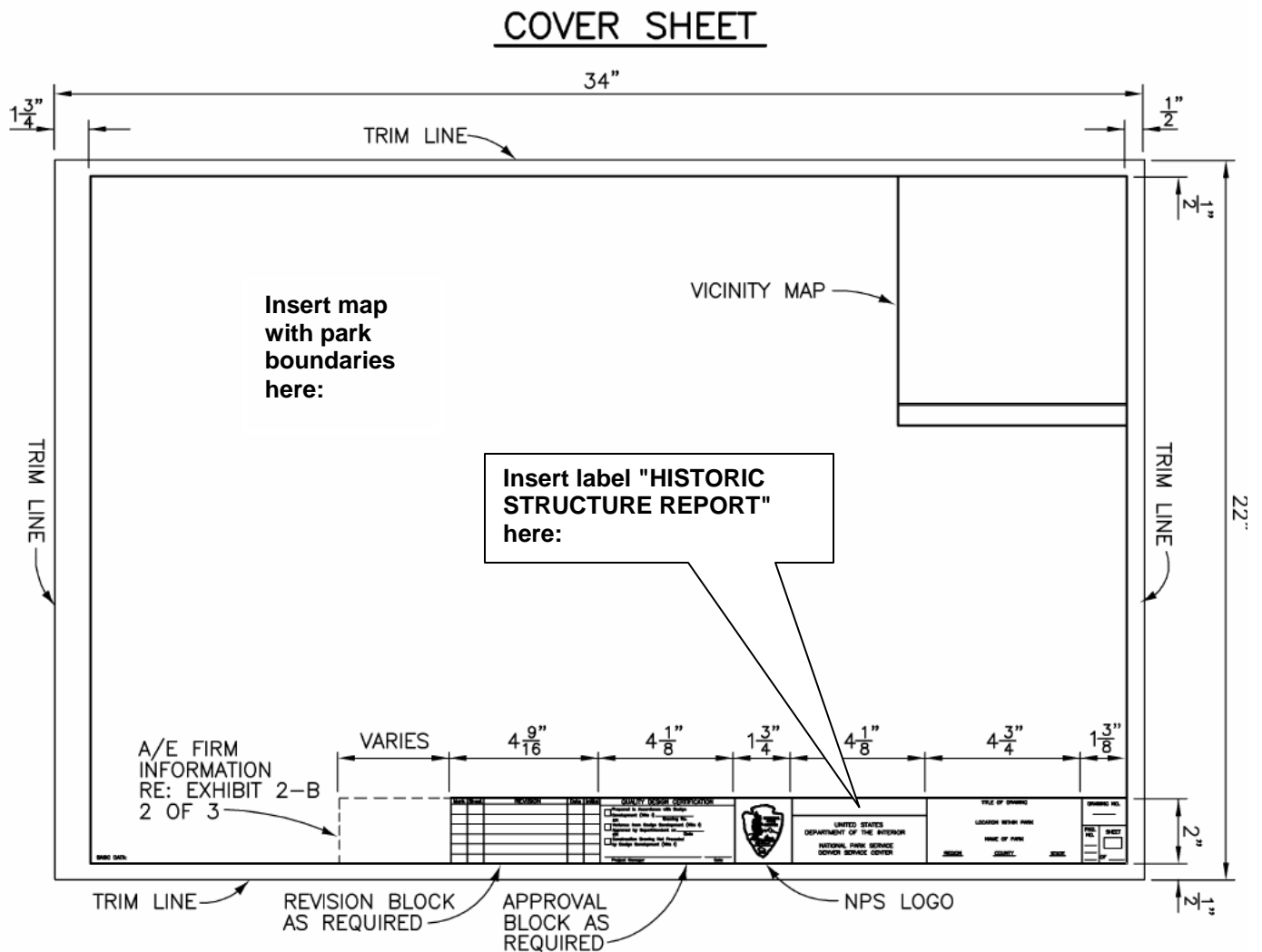
- All historic drawings to accompany the HSR shall be reduced to no smaller than 8 ½" x 11" and no larger than 11" x 17". 11" x 17" half-size sheets shall be fan-folded to accommodate an 8½" x 11" report format.

#### Content:

- All drawings shall be consecutively numbered and captioned with all known dates and relevant information.

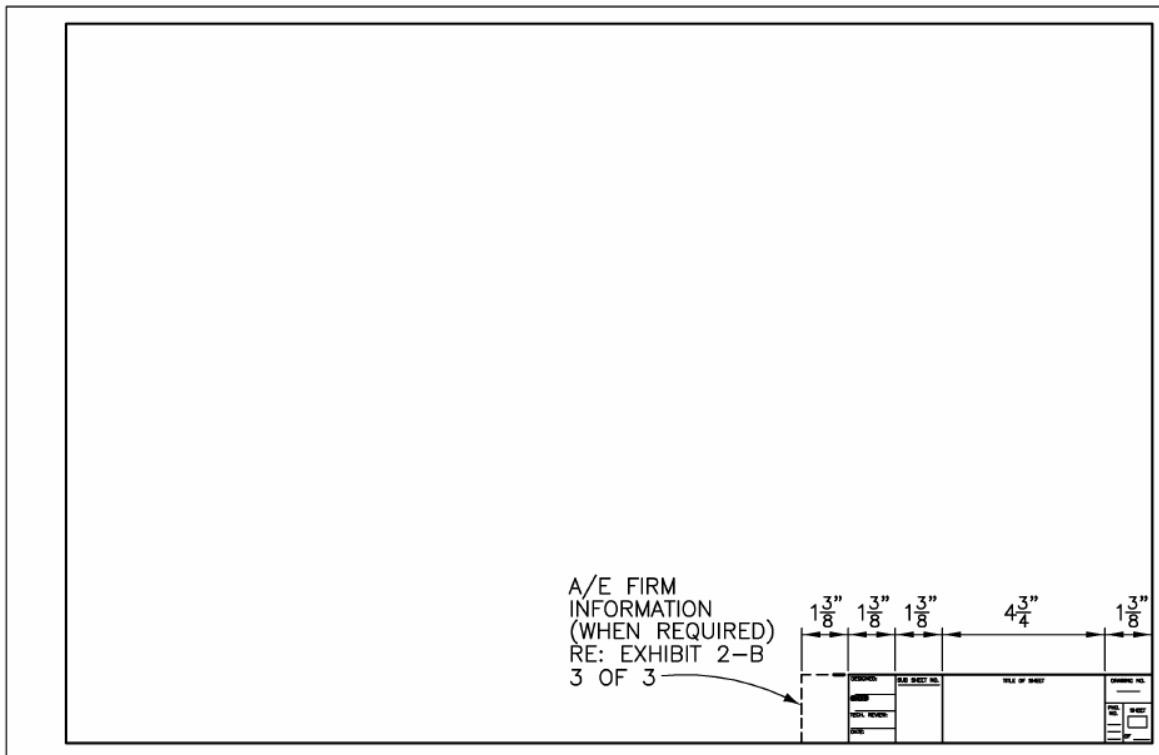
Quality:

- All reproductions of historic drawings should be of a high enough resolution so as to make all information discernable in the final report.
- All electronic reproductions shall be TIF files.
- All electronic images shall be backed up on CD ROMs.



*Figure 1:  
Typical HSR  
cover sheet  
format*

## SECOND SHEET



OVERALL DIMENSIONS OF SECOND SHEET SAME AS COVER SHEET

*Figure 2:  
Typical HSR  
second sheet  
format*

## PHOTOGRAPHS

### Historic Photographs

#### Format:

- Create photo or digital copies to accommodate an 8" x 10" or less page format.
- Photographs/images shall be reproduced on archival paper.
- 35mm film negative print or minimum 300dpi (dots per inch) TIF digital computer print shall be acceptable.
- All archival copies shall be in black and white.

#### Content:

- Photographs/images shall be numbered and captioned with all known dates and relevant information, i.e. photographer and description of image.
- Cross-referencing of photographs to HSR narrative is encouraged.
- Photographs/images shall be properly referenced and credited with release when required.

Quality:

- All reproductions of historic photographs shall be of the highest resolution practicable to convey essential information.

**Contemporary Photographs**

Format:

- 35mm or larger negative for film.
- 300 dpi or greater density TIF or JPG file for digital computer images.
- Create copies to accommodate an 8" x 10" or less format.
- Photographs shall be copied on archival paper.
- Film or digital computer positive print shall be used.
- Color or Black and White may be used, as appropriate, but all archival copies shall be reproduced in Black and White on archival quality paper.
- Negatives of the photographs used in the HSR shall be properly identified and supplied in archival quality sleeves
- All electronic photo images shall be backed up on CD ROMs.

Content:

- Provide comprehensive photo documentation to include all major interior spaces and exterior elevations.
- Photographs/images shall be captioned with all known photographers, dates and relevant information.
- Cross-referencing to HSR narrative is encouraged.
- Photographs/images shall be properly referenced and credited with release when appropriate.

Quality:

- All reproductions of contemporary photographs used in the HSR shall be of the highest resolution practical to convey all essential information.